



Town of Oro Valley Classification Description

Title: **RECREATION SUPERVISOR**

Job Code: 2632

FLSA Status: Non-Exempt

Department: Parks & Recreation

Salary Grade: 100

POSITION SUMMARY:

Under general supervision, plans and organizes recreation programs and day to day operations for the Town of Oro Valley. Assists the Department with recreational programs and/or special events as assigned. Responsible for maintaining attendance records and supervising recreation staff.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, implements, and facilitates daily facility operations.
- Trains and supervises assigned staff.
- Leads participants in Recreational and Cultural Resource activities and assists with supporting, planning and organizing said activities and events.
- Promotes and provides information to the public regarding Recreational and Cultural Resource activities.
- Plans, organizes, and facilitates Recreation and Cultural Resources programs for youth, teens, adults, seniors, and/or special needs populations.
- Ensures the health and safety of employees and patrons.
- Provides customer service and answers questions, complaints or concerns.
- Maintains records and reports on daily attendance, maintenance, cash receipts, and prepares and verifies cash register amounts.
- Makes hiring and termination decisions or provides significant input into such decisions. Recruits, screens, supervises, trains, schedules, evaluates and disciplines subordinate staff.
- Communicates department policies and procedures.
- Develops and maintains instructor and program documents.
- Facilitates agreements with outside agencies for facility usage for Recreation and Cultural Resource programs and special events.
- Prepares and maintains budget and records, analyzes statistical reports, organizes special projects, maintains inventory, prepares and writes specifications for new equipment as needed.
- Purchases and orders equipment/supplies.

- Completes reports, timesheets, cash receipts, incident/accident reports, and other administrative paperwork according to established protocols and procedures as required.
- Duties may include seasonal maintenance work such as heavy cleaning, operating hand power tools, painting, light landscaping and operating small machinery.
- Regular and reliable daily attendance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of activity or event planning practices and techniques.
- Knowledge of record maintenance.
- Knowledge in Cultural Resource programming.
- Ability to organize and execute activities and events in the Parks and Recreation Department.
- Ability to supervise assigned staff.
- Ability to communicate verbally and in written communication.
- Ability to establish and maintain effective working relationships and resolving customer complaints and concerns.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED.
- Three (3) years' experience in customer service and problem solving.
- Two (2) years' experience in a recreational or youth activity environment; OR an equivalent combination of education and experience.
- Successfully complete background screening.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments. May be performed at various locations.